Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | **Exceeding**  **4** | **Developing**  **Appropriately**  **3** | **Needs**  **Improvement**  **2** | **Unsatisfactory**  **1** |
| **Students demonstrate the knowledge and use of the following:** | **Consistently** | **Frequently** | **Occasionally** | **Rarely** |
| **Comprehension:** Understands the basic concepts for developing good keyboarding skills (posture, proper hand/keyboard position) |  |  |  |  |
| **Competence:** Listens to directions from teacher, reads directions on paper or monitor, and carries out those directions; practices in school and at home. |  |  |  |  |
|  |  |  |  |  |
| **Personal Responsibility:**  Finishes each directed practice on their own, if it is not done during keyboarding class time. |  |  |  |  |
| Homework assignments in are completed with list of words filled in. |  |  |  |  |
| **Accountability:** Practices responsible use of school technology, and respects others’ work and equipment; Chooses the appropriate behavior for time spent in the technology lab. |  |  |  |  |
|  |  |  |  |  |
| **Total Points** |  |  |  |  |